



JOB DESCRIPTION

Position Title: **Technician**

Working Area: **Animal Control**

Class Code: 5604

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

To assist and support the Animal Control Division computer database and computer system.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Maintains the Animal Control computer database and computer system. Produces all reports and statistical information for the division.

Maintains the division's local area network and provides coordination to the Chameleon software used by the Animal Control Division. Provides interface coordination with system support technicians for maintenance, system upgrades and system support.

Provides liaison for division with H.T.E., software vendors and other technical support staff.

Produces daily validation reports to audit verify and correct accuracy of data. Produces reports regarding adoption data from the Chameleon system and import data to Access system database for finance and sterilization records. Produces reports from euthanasia records to verify controlled substance log. Performs physical inventory of kennel areas.

Train's staff to use computer equipment and software packages used by the Animal Control Division. Maintains ongoing training and audit of members input into the Chameleon system.

Develops specialized statistical reports and management reports to determine the division's effectiveness. Provides technical planning to evaluate and develop processing applications for the division's overall operation.

Performs all duties assigned to the front desk staff in the Animal Control Division.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

General knowledge of computers systems is required. Knowledge of computer software programs such as Word and Excel is highly desirable. Knowledge of database software programs is highly desirable.

Ability to operate software in a production environment is required. Ability to communicate effectively both orally and in writing.

Associates' Degree in a technical field and two (2) years' experience working with computer database management software programs

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

Work performed by this position is typically done in a normal office environment, sitting at a desk or a workstation. This position would have regular exposure to radiant or electrical energy. The incumbent in this position would use tools requiring high manual dexterity. This position would also be exposed to an environment where animals will be present. This position may be exposed to high levels of noise. This position will require some lifting of objects weighing 25 pounds or less.